

# JJC BOARD OF TRUSTEES POLICY MANUAL

## TABLE OF CONTENTS (Revised: October 13, 2022)

### DIVISION I

### BOARD OF TRUSTEES

01.01.00	Governance and Administration
01.02.00	Philosophy/Mission/Strategy
01.03.00	Trustee Code of Conduct
01.04.00	Board of Trustees Conflict of Interest
01.05.00	Indemnification
01.06.00	Organizational Structures and Shared Governance
01.10.00	Officers of the Board
01.10.01	Officers of the Board – Duties
01.10.02	Officers of the Board - Pro Tempore
01.10.03	Officers of the Board - Treasurer and Designee Bonding
01.11.00	Trustee Development
01.27.00	Committees of the Board
01.35.00	Student Trustee – Qualifications and Election
01.36.00	Board Requests for Information
01.40.00	Board Travel
01.41.00	Trustees Development Budget
01.45.00	Meetings of the Board
01.45.01	Agenda Preparation
01.45.02	Citizen Additions to Board Meeting Agenda
01.45.03	Regular Meetings
01.45.04	Recording
01.45.05	Electronic Attendance at Meetings Rules
01.45.06	Special Meetings of the Board
01.46.00	Bereavement Notification
01.51.00	Requests for Public Information and Inspection of College Records
01.55.00	Inquiries and Concerns of Members of the Community
01.55.01	Public Comment at Board meetings
01.61.00	President Succession
01.62.00	President Selection
01.64.00	Board Policies – Maintenance and Distribution
01.65.00	Policy Amendments
01.70.00	Illinois Community College Board (ICCB) Statement of Mission
01.70.01	Illinois Community College Board (ICCB) Communications
01.80.00	Awards and Recognitions
01.80.01	J. D. Ross Extraordinary Service Award (ESA)
01.85.00	Building and Location Identification
01.86.00	Board Electronic Communication
01.90.00	Naming of Buildings and Other Properties

### DIVISION II

### COLLEGE EMPLOYEES

02.01.00	General Policies
02.01.01	Prohibition of Sexual Discrimination, Harassment and Interpersonal Misconduct (Non-Title IX Allegations)
02.01.02	Nepotism
02.01.03	Whistle-Blower Protection

JJC Board Policy Manual  
Table of Contents

02.01.04	Retaliation
02.01.05	Victims Economic Security and Safety Act (VESSA)
02.01.06	Discipline (Non-Union Employees)
02.01.07	New Employee Introductory Period
02.01.08	Americans with Disabilities Act (ADA) and Reasonable Accommodations
02.01.09	President's Right to Hire and Terminate
02.01.10	Governmental Ethics and State Gift Ban Act
02.01.11	Conflicts of Interest
02.01.12	Confidentiality
02.01.13	Equal Opportunity in Employment and Education
02.01.14	Mandatory Training Compliance
02.01.15	Consensual Romantic or Sexual Relationships
02.01.16	Performance Management
02.01.17	Succession Planning
02.01.18	Workplace Civility
02.01.19	Prohibition of Sexual Discrimination and Sexual Harassment (Title IX Allegations)
02.01.20	Pay for Performance Non-Union Exempt and Non-Exempt Employees
02.02.00	Personnel
02.02.01	Administrative Contracts
02.02.02	Administration of the College
02.02.04	Emeritus/Emerita
02.03.00	Internships
02.03.01	Employment at Will
02.03.02	Recruitment and Selection
02.03.03	Position Approval
02.03.04	Personnel Approvals and Appointments
02.03.05	Administrators and Staff Teaching Classes
02.03.06	Grant Funded Employment
02.04.00	Sick Leave
02.04.01	Absence Without Leave
02.04.03	Overtime Compensatory Time and Other Time Worked
02.04.05	Family Medical Leave
02.04.06	Disability Benefits
02.04.07	Military Leave
02.04.08	Workers Compensation
02.04.09	Tuition Waivers for Part-time Employees
02.04.10	Tax-Sheltered Annuities
02.04.12	Request for Upgrade/Reclassification for Administrator, Professional and Non-Union Employees
02.04.13	Light/Alternate Duty Assignments
02.04.14	Earnings Limitation
02.04.15	Compensation (Non-Union Exempt and Non-Exempt)
02.04.16	Child Bereavement Leave
02.04.17	Certification to Return to Work
02.04.18	Retiree Benefits and Tuition Waivers
02.04.19	Fringe Benefits for Full-Time Administrators and Professional Staff
02.04.20	Fringe Benefits for Full Time Support Staff (Non-Union)
02.05.00	Out-of-State Employment
02.06.00	Background Check
02.08.00	Photo Identification Card
02.08.01	Driver's License

JJC Board Policy Manual  
Table of Contents

02.16.01	Drug and Alcohol Testing
02.16.02	Drug Free Workplace
02.17.00	Communicable Diseases
02.19.00	Performance Management
<u>DIVISION III</u>	<u>STUDENT SERVICES</u>
03.01.01	Admissions Policy
03.02.01	Residency
03.02.02	Out-of-District Residents of Illinois
03.02.03	Out-of-State Residents
03.02.04	International Students on F1 Visas
03.02.05	Out-of-District Students
03.03.01	Tuition and Fees
03.03.02	Variable Tuition
03.03.03	Partial Tuition Support
03.04.01	Financial Aid
03.05.01	Scholarships and Awards
03.07.00	Student Participation in College Activities
03.08.00	Student Code of Conduct Policy
03.09.01	Student Optional Disclosure of Private Mental Health Information
03.11.00	Freedom of Expression
03.12.00	Student Travel
03.14.00	Drug-Free Schools and Communities Act
03.16.00	Student Identification
03.17.00	Chronic Communicable Diseases
03.18.00	Students and the Public
<u>DIVISION IV</u>	<u>INSTRUCTION AND CURRICULUM</u>
04.01.00	Accreditation
04.02.00	School Calendar
04.03.00	Oral English Proficiency
04.04.00	Graduation Requirements
04.05.00	Use of the Library
04.06.00	Community Education and Community Services
04.13.00	Computation of Credit
04.14.00	Alternative Method for Awarding Credit
04.16.00	Grades
04.17.00	Final Exams
04.19.00	Students' Rights to Final Course Grade Appeal
04.20.00	Scholastic Review
04.21.00	New Start
04.25.00	Use of Human Subject in Research Projects
04.26.00	Public Performances by Student Groups
04.27.00	Use and Storage of Cadaver Images
<u>DIVISION V</u>	<u>COMPLIANCE</u>
05.01.01	Institutional Compliance
<u>DIVISION VII</u>	<u>THE PUBLIC AND COMMUNITY SERVICES</u>
07.02.01	General Community Relations Policy

JJC Board Policy Manual  
Table of Contents

<u>DIVISION VIII</u>	<u>BUDGET AND FINANCIAL SERVICES</u>
08.01.00	Budget
08.01.01	Spending Plan
08.01.02	College Indebtedness
08.01.03	Audits
08.01.04	Grants Indirect Cost
08.01.05	Investment Policy-Investment of Funds
08.01.06	Capital Funds
08.01.07	Fund Balance
08.01.08	Tax Levy
08.01.09	Capital Assets
08.02.00	Federal and State Funds
08.02.03	Funds from Private Sources
08.03.00	Authorization of Expenditures
08.03.01	Pay Advancements
08.03.02	College Expenditures
08.04.00	Local Debt Recovery Program
08.04.01	Equal Employment Opportunity—Contractors and Subcontractors
08.05.00	Cash Receipts
<u>DIVISION IX</u>	<u>COLLEGE PLANT AND PROPERTY</u>
09.01.00	Use of Facilities
09.02.00	Use of College Property
09.02.01	Open Use of Campus Grounds/Facilities
09.03.00	Use of College Vehicles
09.04.00	Sustainability
09.05.00	Severe Weather and Emergency Closings
<u>DIVISION X</u>	<u>INFORMATION TECHNOLOGY</u>
10.01.00	Information Security Governance
10.01.01	Responsible Use of Information Technology
10.01.02	Privacy
10.01.03	Identity Theft
10.01.04	Electronic Mail (Email)
10.01.05	Incident Response
10.01.06	Cellular Mobile Device
10.01.07	Account Lifecycle
10.01.08	Patch Management
<u>DIVISION XI</u>	<u>CAMPUS POLICE</u>
11.01.00	College Regulations
11.02.00	Law Enforcement Officer Badges
11.03.00	Armed Officers
11.04.00	Parking and Motor Vehicle Codes
11.05.00	Cannabis
11.06.00	Concealed Carry and Firearms
11.07.00	Prohibited Use of Tobacco Products
11.08.00	Use of Personal Mobility Devices
11.08.01	Use of Unmanned Aerial Vehicles (UAV's) or Drones
11.09.00	Firearms on Campus

JJC Board Policy Manual  
Table of Contents

11.10.00	Animals on Campus
11.11.00	Clery Act Compliance
11.12.00	Clear and Present Danger Reporting
11.13.00	Use of Force

DIVISION XII                      RISK MANAGEMENT AND ENVIROMENTAL HEALTH & SAFETY

12.01.00	Environmental Health and Safety
12.02.00	Insurance
12.03.00	Emergency Medical/Personal Injury
12.04.00	Bloodborne Pathogens
12.05.00	Exposure Control Plan (ECP)

DIVISION XIII                      BUSINESS SERVICES

13.01.00	Purchasing
13.01.01	Responsibility of Bidders
13.01.02	Consultant Services
13.02.00	Contract Authorization Process
13.02.01	Performance of Construction
13.03.00	Inventories
13.04.00	Sale/Disposal of College Property
13.05.00	Travel
13.05.01	International Travel
13.06.00	Purchases from Federal Grant Funds
13.07.00	Disadvantaged Business Enterprises
13.08.00	Alcohol Use